

How to request access for Link2CHOP with Azure AD

Introduction

The document will guide you through the steps to complete a request for access to Link2CHOP. CHOP has transitioned to a self-services model where providers in approved organizations can request access to Link2CHOP.

Sign into My Access Portal

1. Sign into the My Access Portal. https://myaccess.microsoft.com/CHOP365.onmicrosoft.com

Sign in	
krishn	
Can't access your account?	
,	Next
	Next

a. Enter the full email address from your organization, then click **Next**

YOUR ORGANIZATION LOGIN PAGE
Username
Password
LOGIN

- b. You will be redirected to your organization home page asking to enter your account password, enter your password then click **Sign in**
- Once signed in you will be directly taken to the access request page. In case you need to navigate: from the left navigation, click Access packages, then find the Link2CHOP Access Package in the Available tab, then click Request.

Access packages C Request history R, Approvals	Access packages Access groups and teams, SharePoint sites, applications, and more in a single package. Select from the following packages, or search to find what you're looking for. Available (1) Active (0) Expired (0)			
Tel Access reviews	Name † Lini2CHOP	Description Access Package for EPIC Application users.	Actions	

When submitting a request, populate the following fields:

- 3. You will need to enter the following information:
 - A. Select a policy: If your organization have multiple locations, select the policy for your location.
 - B. First Name
 - C. Last Name
 - D. Phone Number
 - E. Job Role
 - F. Clinical Licensure
 - G. Practice Name
 - H. Practice Location
 - I. Business Jurisdiction: Type a justification for needing access
 - J. Set the Request for specific period? No action needed
 - K. Accept the Privacy Statement by clicking the checkbox
- 4. Click Submit.

NOTE* The request is now pending approval and will be routed to your organization's coordinator and CHOP for approval. Once approved, you will receive an email from **chop@service-now.com** notifying you of when your Link2CHOP Epic access has been established. The final step of setting up Epic access can take a couple of weeks.



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Cancel



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IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS OR RUN INTO ANY ISSUES, PLEASE CONTACT THE CHOP SERVICE DESK AT 215-590-4357.